



**School of Social Work**  
**Bachelor of Social Work Program**

**POLICY ON ATTENDANCE**

**Class Attendance**

Students are expected to attend all class meetings, laboratories, and other instructional sessions for all courses in which they are enrolled. Students are also expected to arrive to class on time and remain in class for the entire scheduled period. When students must miss class(es) for unavoidable reasons - i.e., illness, family emergencies, or participation in official university sponsored activities – they are responsible for informing faculty of the reasons for the absences, in advance if possible, and completing all missed assignments. Faculty members will indicate in their syllabi the conditions for making up missed assignments, as well as any penalties for unexcused absences or tardiness.

During the first half of the semester/term, faculty will assign an interim grade of "EA," Excessive Absences, for students whose class absences exceed 10% of the total contact hours for the class. Students who receive EA interim grades must either withdraw from the class or resume attendance. Students who resume attendance must consult with the instructor about completion of missed assignments. The EA is not a final grade, so students who are assigned an interim grade of EA, but do not withdraw from the class, will receive a final grade based on the evaluation criteria for the class.

**Undergraduate Catalog, 2014-2015.**

**BSW PROGRAM POLICY ON ATTENDANCE**

**Attendance: Attendance counts 10% of the overall grade**

Attendance will be taken daily at the beginning of class. It will not be changed for tardiness once taken so **please do not ask.**

For a MWF class a student may have up to 3 unexcused absences without losing attendance points. For a Tuesday/Thursday class a student may have 2 unexcused absences without losing attendance points. For classes meeting one night per week a student may have one unexcused absence without losing attendance points. **Arriving after attendance has been taken is an absence.**

If a student accumulates unexcused absences equal to or greater than 20% of classes, he/she will be asked to withdraw and repeat the course. For Monday/Wednesday/Friday classes this means 8 unexcused absences, for Tuesday/Thursday classes this means 6 unexcused absences, and for classes meeting one night per week this means 3 unexcused absences.

Excused absences will be granted under the following conditions:

1. Absence due to an incident such as death of a relative, illness that required a visit to the doctor, or some other condition not under your control. Under either circumstance you will be required to bring documentation justifying the absence.
2. The documentation must be given to the instructor on the first day you return to class after the absence. For example, if you are absent on Tuesday, you must provide the documentation on Thursday of that week, that is the next class day.
3. Students are expected to remain in class for the entire scheduled period. If you have a legitimate reason for having to leave early, you are expected to notify the instructor before class starts. Otherwise, early departure constitutes an absence.
4. Routinely scheduling doctor's appointments during class time is unacceptable and will not count as an excused absence.

**It is the discretion of the instructor to determine if a circumstance warrants an excused absence.**

## **POLICY ON LATE ASSIGNMENTS AND MISSED EXAMS:**

### **BSW Program Policy on Papers and Exams**

Late papers will not be accepted unless there is an unusual circumstance such as the death of a relative, illness that requires a visit to the doctor, or some other documented circumstance that is not under your control. It is the discretion of the instructor to determine if a circumstance warrants an excused absence.

The due date noted on the course syllabus for assignments is the last day in which an assignment will be accepted. An assignment may be turned in anytime on or before the due date. What this means is that if you know that you are prone to have emergencies and illnesses that result in frequent absences, etc., it is advised that you turn in assignments before the last due date.

If by chance you have an excused absence on the date of an exam, the exam must be taken on the first day you return to campus per the excuse for the absence. For example, if you have a medical excuse that indicates that you can return to class on Monday, then you will be required to take the exam on Monday.

## **FSU Policy on Disruptive Behavior in the Classroom**

The Code of the University of North Carolina (of which FSU is a constituent institution) and the FSU Code of Student Conduct affirm that all students have the right to receive instruction without interference from other students who disrupt classes. FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.